

**SEWER  
FUND**

**SEWER FUND**

**MISSION STATEMENT:** To provide an environmentally safe system for collection, treatment, and disposal of sewage and to do so through a user fee based revenue system.

## SEWER FUND SUMMARY

		FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Budget	Change FY 05 - 06	Percent Change
Operating Revenues	\$	2,606,090	2,631,348	2,606,900	2,919,447	2,991,376	71,929	2.5%
Interest	\$	52,797	97,000	34,754	60,000	58,160	(1,840)	-3.1%
Grants	\$	0	0	0	0	0	0	0.0%
<b>SUBTOTAL REVENUES</b>	<b>\$</b>	<b>2,658,887</b>	<b>2,728,348</b>	<b>2,641,654</b>	<b>2,979,447</b>	<b>3,049,536</b>	<b>70,089</b>	<b>2.4%</b>
Borrowing								
Authorizations	\$	0	0	0	0	0	0	0.0%
Available Funds	\$	0	0	0	0	0	0	0.0%
Surplus Funds	\$	0	0	0	0	36,171	36,171	0.0%
<b>TOTAL RESOURCES</b>	<b>\$</b>	<b>2,658,887</b>	<b>2,728,348</b>	<b>2,641,654</b>	<b>2,979,447</b>	<b>3,085,707</b>	<b>106,260</b>	<b>3.6%</b>
Operating Budget	\$	1,840,812	1,950,384	1,848,190	2,043,395	2,120,957	77,562	3.8%
Gen. Fund Services	\$	238,358	247,991	247,991	235,384	234,141	(1,243)	-0.5%
Debt Service	\$	54,717	249,973	265,473	371,668	365,609	(6,059)	-1.6%
Capital Program	\$	525,000	280,000	280,000	329,000	365,000	36,000	10.9%
Interfund Transactions	\$	0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>2,658,887</b>	<b>2,728,348</b>	<b>2,641,654</b>	<b>2,979,447</b>	<b>3,085,707</b>	<b>106,260</b>	<b>3.6%</b>

**SEWER FUND****RESOURCES**

**GOAL STATEMENT:** To provide an adequate amount and proper balance of revenue sources to ensure that the Sewer Fund is completely self-supporting.

**CONTINUING OBJECTIVES:**

To maintain projection models that facilitate rate setting.  
To plan rate increases to meet long term Fund objectives.

**LONG RANGE OBJECTIVES:****FY 06 OBJECTIVES:**

To increase the sewer rate by \$.30, a 14% increase.

**SERVICE LEVELS:**

	<b>FY 00</b> <b><u>Actual</u></b>	<b>FY 01</b> <b><u>Actual</u></b>	<b>FY 02</b> <b><u>Actual</u></b>	<b>FY 03</b> <b><u>Actual</u></b>	<b>FY 04</b> <b><u>Actual</u></b>
Funding Composition (%)					
Operating Revenues	90	92	95	95	99
Interest	3	3	5	4	1
Grants	0	0	0	0	0
Surplus Funds	7	5	0	1	0
Borrowing	0	0	0	0	0

**SEWER FUND****RESOURCES**

	FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Budget	Change FY 05 - 06	Percent Change
Sewer Rates	\$ 2,619,607	2,555,348	2,482,245	2,828,000	2,878,512	50,512	1.8%
Sewer Liens	25,361	30,000	52,864	52,864	53,921	1,057	2.0%
Sewer Entrances	28,450	11,000	64,650	28,500	20,000	(8,500)	-29.8%
Septic Disposal	7,386	35,000	36,255	36,255	36,980	725	2.0%
Sewer Miscellaneous	0	0	3,725	0	36,000	36,000	--
Sewer Interest	52,797	97,000	34,754	60,000	58,160	(1,840)	-3.1%

**SIGNIFICANT BUDGET CHANGES:**

A rate increase of \$.45 was adopted to generate the additional revenue necessary to maintain operations at current levels without reliance on currently available sewer surplus of \$818,918.

**SEWER FUND****4441: SEWER MAINTENANCE**

**GOAL STATEMENT:** To maintain sanitary sewers throughout the Town and provide a 24 hour a day response capability for emergency situations.

**CONTINUING OBJECTIVES:**

To provide routine maintenance of sewers through a program of cleaning, flushing and root removal.  
 To rehabilitate sewer lines as needed.  
 To identify and eliminate sources of inflow and infiltrations.

**LONG RANGE OBJECTIVES:**

To accelerate the repair and replacement of defective and undersized sewer lines throughout the system.  
 To investigate extensions to the sewer system.

**FY 06 OBJECTIVES:**

To T.V. approximately 10 miles of sewer lines to determine source of problems and repair or replace as necessary.  
 To continue sewer system mapping using GIS.  
 To complete the Chapel Road and Mechanic Street Sewer Project.  
 To complete the sewer master plan.

**SERVICE LEVELS:**

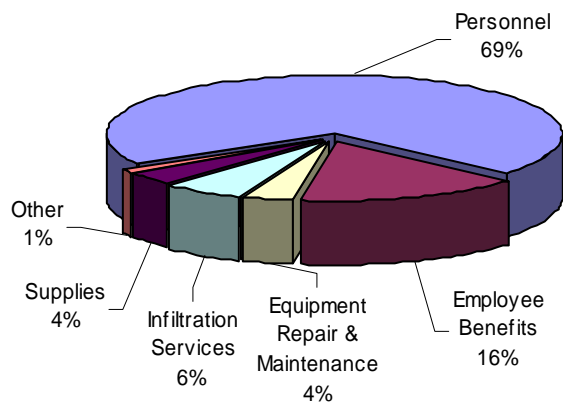
	<b><u>FY 00</u></b> <b><u>Actual</u></b>	<b><u>FY 01</u></b> <b><u>Actual</u></b>	<b><u>FY 02</u></b> <b><u>Actual</u></b>	<b><u>FY 03</u></b> <b><u>Actual</u></b>	<b><u>FY 04</u></b> <b><u>Actual</u></b>
Sanitary sewer complaints	218	130	65	59	47
Sewer main stoppages	33	14	12	15	10
Sewer main flushing (miles)	29	30	20	10	20
Sewer mains treated for roots (in linear feet)	5,000	3,000	3,500	17,438	3,000
Sewer maintained (miles)	80	80	80	90**	23
T.V.'d sections of problem sewers (in linear feet)	25,000*	3,500	1,500	4,286	5.5

\* Increase due to Hurricane Floyd

\*\* Generated from GIS sewer mapping (includes Middle Street area sewers)

**SEWER FUND****4441: SEWER MAINTENANCE**

		FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Budget	Change FY 05 - 06	Percent Change
Personnel Services	\$	80,758	117,870	65,842	120,110	120,948	838	0.7%
Operating Expenses	\$	19,516	15,400	19,942	18,400	18,400	0	0.0%
Capital Outlay	\$	0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>100,274</b>	<b>133,270</b>	<b>85,784</b>	<b>138,510</b>	<b>139,348</b>	<b>838</b>	<b>0.6%</b>
<b>SOURCES OF FUNDS</b>								
Sewer Revenues	\$	137,210	133,270	85,784	138,510	139,348	838	0.6%
<b>POSITIONS</b>								
Full Time		2.50	2.50	2.50	2.50	2.50	0.00	
Part Time with Benefits		0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents		2.50	2.50	2.50	2.50	2.50	0.00	

**MAJOR COMPONENTS:**

Personnel Services include funds for one equipment operator, a laborer/truck driver and half of a laborer/truck driver shared with the Highway budget in the General Fund, and health insurance and retirement benefits for these employees.

Equipment Repair and Maintenance include funds for renting equipment to pump sewers.

Infiltration Services provide funds for root control and video inspections.

Departmental Supplies provide miscellaneous sewer materials such as pipes, elbows, caps, etc.

**SIGNIFICANT BUDGET CHANGES AND UNFUNDED NEEDS:**

None.

**SEWER FUND****4440: WASTEWATER TREATMENT PLANT**

**GOAL STATEMENT:** To treat all wastewater discharges to the Connecticut River within Environmental Protection Agency Standards.

**CONTINUING OBJECTIVES:**

To maintain plant operations at a high level of efficiency through routine updates and modernization of equipment.  
 To keep all preventive maintenance programs current.  
 To improve operation and maintenance of the sewer collection system.  
 To utilize the sewer video camera to define areas of future sewer improvements.

**LONG RANGE OBJECTIVES:**

To investigate and promote water reuse when it is environmentally compatible.  
 To reduce extraneous water infiltrating into the sewer collection system.  
 To investigate and identify sewers that need to be replaced or repaired.

**FY 06 OBJECTIVES:**

To complete the Sewer Master Plan.  
 To support the reuse of treated effluent at the proposed new power facility and athletic fields at UMass.

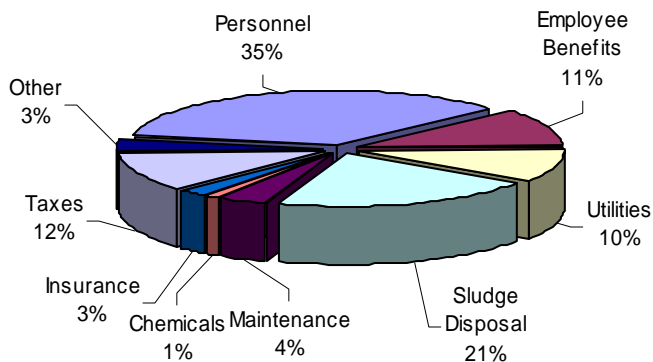
**SERVICE LEVELS:**

	<b><u>FY 00</u></b> <b><u>Actual</u></b>	<b><u>FY 01</u></b> <b><u>Actual</u></b>	<b><u>FY 02</u></b> <b><u>Actual</u></b>	<b><u>FY 03</u></b> <b><u>Actual</u></b>	<b><u>FY 04</u></b> <b><u>Actual</u></b>
Flow totals (billion gals)	1.64	1.6	1.34	1.31	1.65
Chlorine (lbs)	13,125	14,034	13,656	12,775	11,840
Polymer (lbs)	3,109	3,421	3,092	2,963	2,687
Mass WPC Reports & Federal Reports	12	12	12	12	12
% of tests achieving EPA standards:					
Main Plant	100%	100%	100%	100%	100%
Pumping stations operated	17	17	17	18	18
Grit & screenings deposited at sanitary landfill (cu.yd)*	100	102	100	60	53
Septic waste delivered to plant (loads)	322	312	332	251	275
Gallons of liquid sludge disposed	4,180,220	3,727,700	3,515,265	3,638,000	3,711,200
Tons of dry sludge produced	1,014	1,050	1,054	1,100	1,080



**SEWER FUND****4440: WASTEWATER TREATMENT PLANT**

		FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Budget	Change FY 05 - 06	Percent Change
Personnel Services	\$	738,938	808,500	751,217	886,603	940,387	53,784	6.1%
Operating Expenses	\$	987,338	996,614	1,004,903	1,006,282	1,029,221	22,939	2.3%
Capital Outlay	\$	14,262	12,000	6,286	12,000	12,000	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>1,740,538</b>	<b>1,817,114</b>	<b>1,762,406</b>	<b>1,904,885</b>	<b>1,981,608</b>	<b>76,724</b>	<b>4.0%</b>
<b>SOURCES OF FUNDS</b>								
Sewer Revenues	\$	1,776,922	1,817,114	1,762,406	1,904,885	1,981,608	76,724	4.0%
Surplus Funds	\$	0	0		0	0	0	0.0%
<b>POSITIONS</b>								
Full Time		14.00	13.75	13.75	14.75	15.25	0.50	
Part Time with Benefits		0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents		14.00	13.75	13.75	14.75	15.25	0.50	

**MAJOR COMPONENTS:**

Personnel Services include salaries for the Water Resources Director (shared with the Water Fund), a division director, a supervisor/mechanic, two senior crew supervisors, four equipment operators, one laboratory technician, two mechanics, one maintenance worker and an engineer, a jr. engineer, and an assistant to the Superintendent of Public Works shared with the General Fund and Water Fund, an electrician, a utility technician and a GIS Administrator shared with the Water Fund and an electrician shared with the Water Fund and the Schools. Also included is \$224,864 for health, retirement, life insurance and other benefits and \$39,253 for overtime.

Utilities include \$175,000 for electricity, \$11,000 for fuel and \$3,700 for water.

Maintenance includes funds for repair of facilities, vehicles and equipment.

Insurance includes building, vehicle and liability coverage.

**SIGNIFICANT BUDGET CHANGES AND UNFUNDED NEEDS:**

Personnel services increases include Sewer Fund share of increases to employee health insurance costs (\$32,516) and retirement assessments (\$16,917). An additional electrician is added at a cost of \$48,572. This position is shared with Water and Sewer Funds contributing 25% each (\$12,190) and Schools 50% (\$24,380). Fuel budget increases by \$3,000 (37%), equipment maintenance by \$5,000 (12.5%), and sludge disposal increases by \$10,000 (2.5%).

**SEWER FUND****GENERAL FUND SERVICES**

**GOAL STATEMENT:** To compensate the General Fund for services provided by various departments.

**CONTINUING OBJECTIVES:**

To ensure that all costs related to sewer services are identified and appropriately charged through evaluation and modification of the indirect cost model used to assess charges for General Fund administrative support.  
To charge the General Fund for services provided.

**LONG RANGE OBJECTIVES:****FY 06 OBJECTIVES:**

To consider converting indirect charges for some General Fund Services to direct expenses included in the Sewer Fund.

**SERVICE LEVELS:**

	<b><u>FY 00 Actual</u></b>	<b><u>FY 01 Actual</u></b>	<b><u>FY 02 Actual</u></b>	<b><u>FY 03 Actual</u></b>	<b><u>FY 04 Actual</u></b>
Number of departments reimbursed	6	8	8	8	8
Percentage of total Fund expenses paid to the General Fund	8	8	9	10	10

**SEWER FUND****GENERAL FUND SERVICES**

		FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Budget	Change FY 05 - 06	Percent Change
General Fund Services	\$	238,358	247,991	247,991	235,384	234,141	(1,243)	-0.5%
Transfers to Other Funds	\$	0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>238,358</b>	<b>247,991</b>	<b>247,991</b>	<b>235,384</b>	<b>234,141</b>	<b>(1,243)</b>	<b>-0.5%</b>
<b>SOURCES OF FUNDS</b>								
Sewer Revenues	\$	238,358	247,991	247,991	235,384	234,141	(1,243)	-0.5%

**MAJOR COMPONENTS:**

General Fund Services: The General Fund provides services which are used by the Sewer Fund. Transfers are made from the Sewer Fund to the General Fund to compensate for the cost of these services. Additionally, the General Fund uses resources of the Sewer Fund and pays for that use. These payments are netted against amounts owed to the General Fund. Charges for FY 06 are as follows:

Select Board/Town Manager	7% of budget	\$ 16,618
Finance Department	9% of budget	82,572
Human Resources	6% of budget	17,807
Human Rights	6% of budget	3,717
Information Technology	5% of budget	16,928
Public Works Administration	26% of budget	76,107
Equipment Maintenance	10% of budget	29,955
Town Hall Debt		21,437
Rental of Ruxton Space		(6,000)
Rental of Garage at Wastewater Treatment Facility		(15,000)
Rental of Equipment for Catch Basin Cleaning		<u>(10,000)</u>
<b>TOTAL</b>		<b><u>\$ 234,141</u></b>

**SIGNIFICANT BUDGET CHANGES:**

The reimbursement to the Information Technology department is increased to \$16,928 to cover support services. All other reimbursements reflect a net decrease from FY 05.

**SEWER FUND****DEBT SERVICE**

**GOAL STATEMENT:** To provide funds for principal and interest payments for temporary and long-term debt.

**CONTINUING OBJECTIVES:**

To evaluate and recommend appropriate debt service levels for the Fund.

**LONG RANGE OBJECTIVES:****FY 06 OBJECTIVES:**

To make payments on debt incurred to reconstruct Middle Street sewer mains.

To make payments on debt incurred for the Chapel Road/Mechanic Street sewer extension.

**SERVICE LEVELS:**

	<b>FY 00</b> <b><u>Actual</u></b>	<b>FY 01</b> <b><u>Actual</u></b>	<b>FY 02</b> <b><u>Actual</u></b>	<b>FY 03</b> <b><u>Actual</u></b>	<b>FY 04</b> <b><u>Actual</u></b>
Number of issues outstanding	1	0	0	1	1

**SEWER FUND****DEBT SERVICE**

		FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Budget	Change FY 05 - 06	Percent Change
Principal	\$	0	198,000	198,000	294,000	294,000	0	0.0%
Interest	\$	54,717	51,973	67,473	77,668	71,609	(6,059)	-7.8%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>54,717</b>	<b>249,973</b>	<b>265,473</b>	<b>371,668</b>	<b>365,609</b>	<b>(6,059)</b>	<b>-1.6%</b>
<b>SOURCES OF FUNDS</b>								
Sewer Revenues	\$	54,717	249,973	265,473	371,668	365,609	(6,059)	-1.6%

<b>MAJOR COMPONENTS:</b>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Middle Street Sewer	\$194,000	\$42,859	\$236,859
Chapel/Mechanic Sewer	<u>100,000</u>	<u>28,750</u>	<u>128,750</u>
	<u>\$294,000</u>	<u>\$71,609</u>	<u>\$365,609</u>

<b>SIGNIFICANT BUDGET CHANGES:</b>
None.

**SEWER FUND****CAPITAL PROGRAM SUMMARY**

**GOAL STATEMENT:** To provide for the maintenance and improvement of the Town's sewer system.

**CONTINUING OBJECTIVES:**

To maintain a capital plan that ensures the efficiency and effectiveness of the services provided by the Sewer Fund.

**LONG RANGE OBJECTIVES:****FY 06 OBJECTIVES:**

To replace a 1 ton dump truck used to haul grit.  
 To upgrade flow meter to support UMass water reuse project.  
 To continue collection systems improvements.  
 To continue DPW facility repairs.  
 To replace Sewer Rodder.  
 To upgrade the locks and alarms.

**SERVICE LEVELS:**

	<b>FY 00</b> <b><u>Actual</u></b>	<b>FY 01</b> <b><u>Actual</u></b>	<b>FY 02</b> <b><u>Actual</u></b>	<b>FY 03</b> <b><u>Actual</u></b>	<b>FY 04</b> <b><u>Actual</u></b>
Number of Projects:					
Departmental Equipment	5	2	1	1	2
Existing Facilities	3	5	4	4	3
New Facilities	2	0	0	0	0

**SEWER FUND****CAPITAL PROGRAM SUMMARY**

		FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Budget	Change FY 05 - 06	Percent Change
Departmental Equip.	\$	0	65,000	65,000	124,000	160,000	36,000	29.0%
Existing Facilities	\$	525,000	215,000	215,000	205,000	205,000	0	0.0%
New Facilities	\$	0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>525,000</b>	<b>280,000</b>	<b>280,000</b>	<b>329,000</b>	<b>365,000</b>	<b>36,000</b>	<b>10.9%</b>
<b>SOURCES OF FUNDS</b>								
Sewer Revenues	\$	525,000	280,000	280,000	329,000	328,829	(171)	-0.1%
Other Available Funds	\$	0	0	0	0	0	0	0.0%
Surplus Funds	\$	0	0	0	0	36,171	36,171	0.0%
Borrowing	\$	0	0	0	0	0	0	0.0%
Grants	\$	0	0	0	0	0	0	0.0%

**MAJOR COMPONENTS:**

Equipment	\$55,000	Dump Truck
	30,000	Flow Meter
	40,000	Security System
	35,000	Sewer Rodder
Facilities	\$ 200,000	Collection System
	5,000	Improvements
		DPW Facility
		Improvements